



Job Announcement

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TTY/D use Maryland Relay Service

Opening Date:	February 24, 2011	Closing Date:	March 10, 2011
Job Title:	Civil Assignment Assistant	Position Type:	Regular Full Time
PIN:	059939	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Entry Salary:	J06 \$28,372 - \$33,618 (Depending on qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: Maintains master calendar for scheduling Civil motions for designated Civil Chambers Judge. Assists in the preparation of statistics for all civil activities. Maintains record of documents returned from the Civil Motions Judge. Reviews preliminary docket to remove cases as needed. Assists attorneys and parties with court assignments. Postpones and reschedules motions. Prepares additional dockets and lists for case assignment to Civil Judge for trial. Assists the public and attorneys by providing information about the status of cases and the operations of the Clerk's office. Prepares writs and other court documents as ordered by the court. Performs all other duties assigned.

Education: High School Diploma or GED.

Experience: Minimum of one year related experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to learn and apply job-related terminology, policies, procedures, regulations and laws and to define problems, collect data, establish facts, record data, appropriately complete forms and provide information to customers. Ability to interpret comments and notations and record essential information. Ability to apply sound judgement and discretion in responding to inquiries and requests. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to lift up to 20 lbs. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test(s), each test not to exceed 5 minutes. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary Employment Application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN number and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Baltimore City
Room 412 Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Frank M. Conaway, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.